

**JOB DESCRIPTION**  
**MURFREESBORO WATER AND SEWER DEPARTMENT**  
**CHIEF LABORATORY TECHNICIAN**

**1. JOB TITLE: CHIEF LABORATORY TECHNICIAN**

- 2. DEFINITION:** This is a technically skilled position performing analytical, supervisory, administrative, and other work related to the analysis of water samples. The employee is directly responsible to the Superintendent of the Water Treatment Plant. All employees are responsible to the Director and to the City Manager. This position is classified as Non-Exempt for the purpose of the Fair Labor Standards Act, as having significant occupational exposure to bloodborne pathogens, and as Safety Sensitive; the employee is subject to pre-employment, reasonable suspicion, post- accident, random, promotion and transfer, return to duty and follow-up drug and alcohol testing.

**3. EQUIPMENT / JOB LOCATION:**

- a. This position requires the use of laboratory equipment, vehicles, various communication devices, personal computers, other standard office equipment and accessories customarily used in an office environment.
- b. The job location is at the Water Treatment Plant. The job entails regular work in proximity to biological, chemical, electrical and mechanical hazards. All City facilities and vehicles are smoke-free.

**4. ESSENTIAL FUNCTIONS OF THE JOB:**

- a. Supervises other employees techniques to ensure analyses are conducted and reported according to protocols established by regulatory authorities.
- b. Develops and utilizes schedules for sampling and analyses to ensure results are obtained in a timely manner.
- c. Develops quality assurance programs in accordance with EPA protocols and *"Standard Methods for the Examination of Water & Wastewater"*.
- d. Performs sampling and analysis of plant process streams and distribution system.
- e. Performs calibrations, calculations, and data reduction.
- f. Enters data in logs, charts and records both manually and by computer.
- g. Prepares monthly reports and notifies appropriate persons of analytical results in a timely manner.
- h. Immediately notifies Superintendent of results indicative of potential impact to the treatment plant or effluent.
- i. Reviews state, federal and professional publications and initiates actions to keep the City current with regard to analytical requirements.
- j. Makes recommendations regarding replacement of laboratory equipment.
- k. Provides written directions for other workers as necessary.
- l. Participates in development of annual budget.
- m. Exhibits good habits of workplace cleanliness and hygiene.

- n. Exhibits courtesy toward coworkers and the public.

## **5. ADDITIONAL EXAMPLES OF WORK TO BE PERFORMED:**

- a. Performs other duties and special projects as assigned.

## **6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- a. Must be at least 21 years of age.
- b. A diploma from an accredited high school or equivalent GED is required; a four year degree in chemistry from an accredited college or university is preferred.
- c. Must have training and at least five years of experience in water analysis.
- d. Must be certified by the State of Tennessee to run bacteriological analyses.
- e. Must have legal authorization to work in the United States.
- f. Must consent to and pass a pre-employment drug screening.
- g. Must be able to comprehend both oral and written instructions and to communicate in English, both orally and in writing.
- h. Ability to perform mathematical calculations with fractions, decimals, percentages and the metric system.
- i. Ability to collect samples and to use standard laboratory equipment to perform accurate gravimetric, colorimetric, spectrophotometric, bacteriological, microscopic, chromatographic, potentiometric and other analytical tests.
- j. Ability to detect odors and colors indicative of laboratory test points and potentially hazardous chemicals
- k. Ability to sense temperature by touch.
- l. Ability to detect alarms and indicators of equipment malfunctions in normal aural range.
- m. Ability to interpret and develop analytical methods from "*Standard Methods for the Examination of Water & Wastewater* " and/or other similar sources, and apply such methods.
- n. Ability to report for work on time and perform the duties of the job for a complete work day.
- o. Ability to occasionally work beyond normal hours at night and/or on weekends.
- p. Ability to travel to various seminars as required to keep current in profession.
- q. Ability to establish and maintain effective working relationships with supervisors, co-workers and the public.
- r. Ability to exercise independent judgment within the limits of the position.
- s. Ability to concentrate and accomplish tasks despite interruptions.
- t. Ability to perform a variety of tasks simultaneously or in rapid succession.
- u. Ability to operate personal computers, radio and telephone communications equipment and other standard office devices.

Non-Exempt

Safety Sensitive

December 18, 2000